

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Moving OSWR Safes to New Headquarters Building (NHB)

FROM:

Chief, Executive Staff
Office of Scientific and
Weapons Research

EXTENSION

NO.

DATE

16 June 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/SWR
5F46

16

✓

2. C/SSC/MPSS

20/6

B

2-5. Recommend your approval.

3. DI Registry
Room 7E47, HQS

✓

4.

5A DDI
Room 7E44, HQS

6/20

6/20

JM

6.

EXA/DDA

27 JUN 1988

6/28

CO

7A DDA

Room 7D18, HQS

6/28/88

NPM

8.

9. D/SWR
5F46

10.

11.

12.

13.

14.

15.

DD/A REGISTRY
DD/A REGISTRY
FILE: 2095-10-AR

FORM 3-62

610

USE PREVIOUS EDITIONS



SECRET



CONFIDENTIAL



INTERNAL USE ONLY



UNCLASSIFIED

022071/88

16 JUN 1988

MEMORANDUM FOR: Deputy Director for Administration

VIA: Deputy Director for Intelligence

STAT FROM:
Director of Scientific and Weapons Research

SUBJECT: Moving OSWR Safes to NHB

1. The Office of Scientific and Weapons Research has reduced its requirements for safes at the New Headquarters Building to 99. To accomplish this we will need to purchase new five-drawer, multi-lock safes to replace the two-drawer safes we currently have. Once the order has been placed, we estimate delivery will take two to three months. Since we are scheduled to move in August, we do not expect the new safes to arrive before the move.

2. We request your approval to temporarily take 124 safes until the new multi-lock safes arrive--at which time we will reduce the number of safes to 99. It is essential that we temporarily take the 124 safes to protect sensitive compartmented material.

STAT

CONCUR:

STAT
Deputy Director for Intelligence

6/20/88
Date

STAT
STAT
APPROVED:

STAT
Deputy Director for Administration

6/28/88
Date

*"...with the proviso that two 2-drawer safes will be removed upon delivery of each 5-drawer safe."

ADMINISTRATIVE - INTERNAL USE ONLY

6/23



Logistics Conference

STAT

27 JUN 1988

It is recommended that the
DDA approve — but asterisked —
"...with the proviso that two
2-drawer safes will be removed
upon delivery of each 5-drawer
safe."

Thanks

STAT

STAT

28 JUN 1988

This is the
OSWR request to
move the 124
pages into new
bldg. We will
have proviso
affixed if you